

PowerPoint 2019 (Part 15): Image Formatting

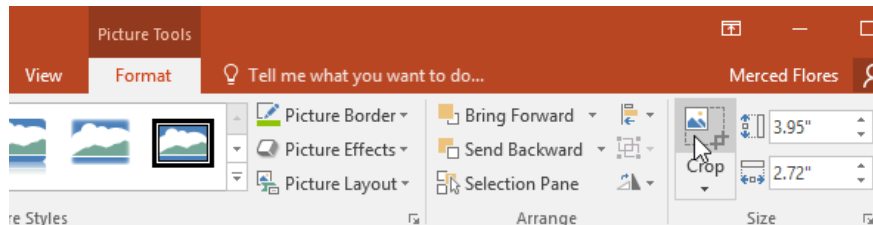
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How to crop an image

When you crop an image, a portion of the image is removed. Cropping can be useful when an image has a lot of content and you only want to focus on a part of it.

1. Select the image you want to crop. The **Format** tab will appear.
2. On the **Format** tab , click the **Crop** command.



3. Handles will appear around the image. Click and drag one of the handles to crop the image.

Health and Wellness Screenings

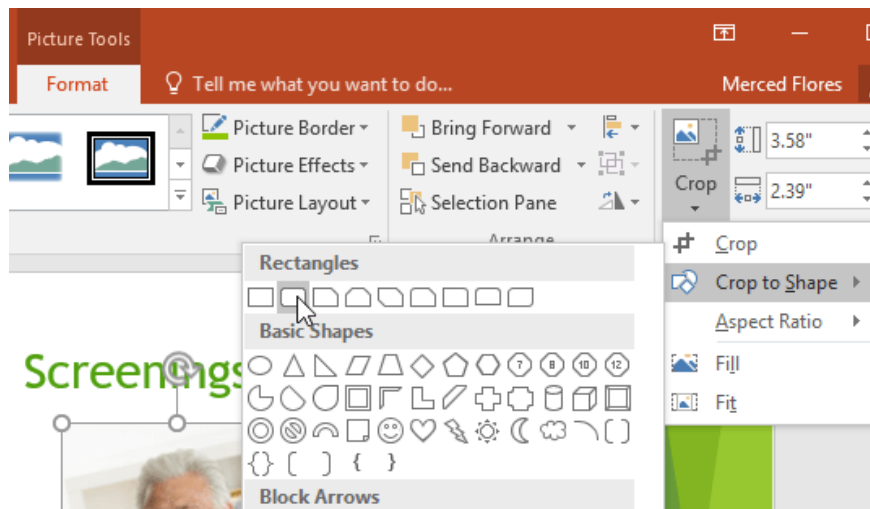
- ▶ Screenings for blood pressure, cancer, heart attack/stroke risk, diabetes, and more
- ▶ Provided by University Hospital Community Outreach and Health Education Programs



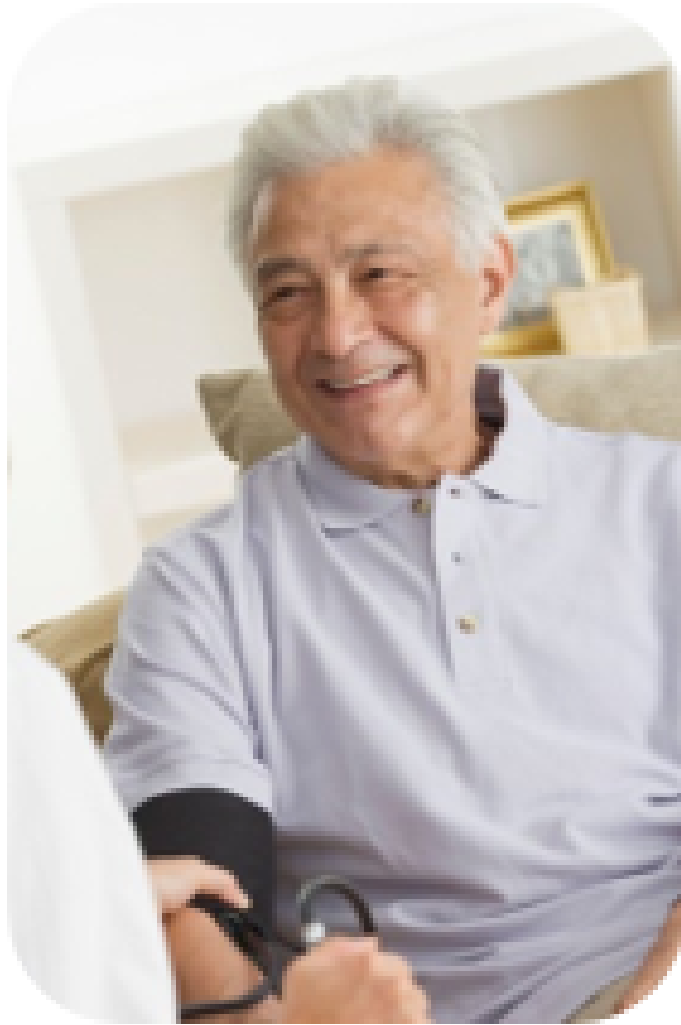
4. Click the Crop command again . The image will be cropped.

How to crop an image to your desired shape.

1. Select the image you want to crop, then click the **Format** tab.
2. Click the Crop drop-down arrow . Hover over **Crop to Shape** , then select the desired shape from the drop-down menu that appears.



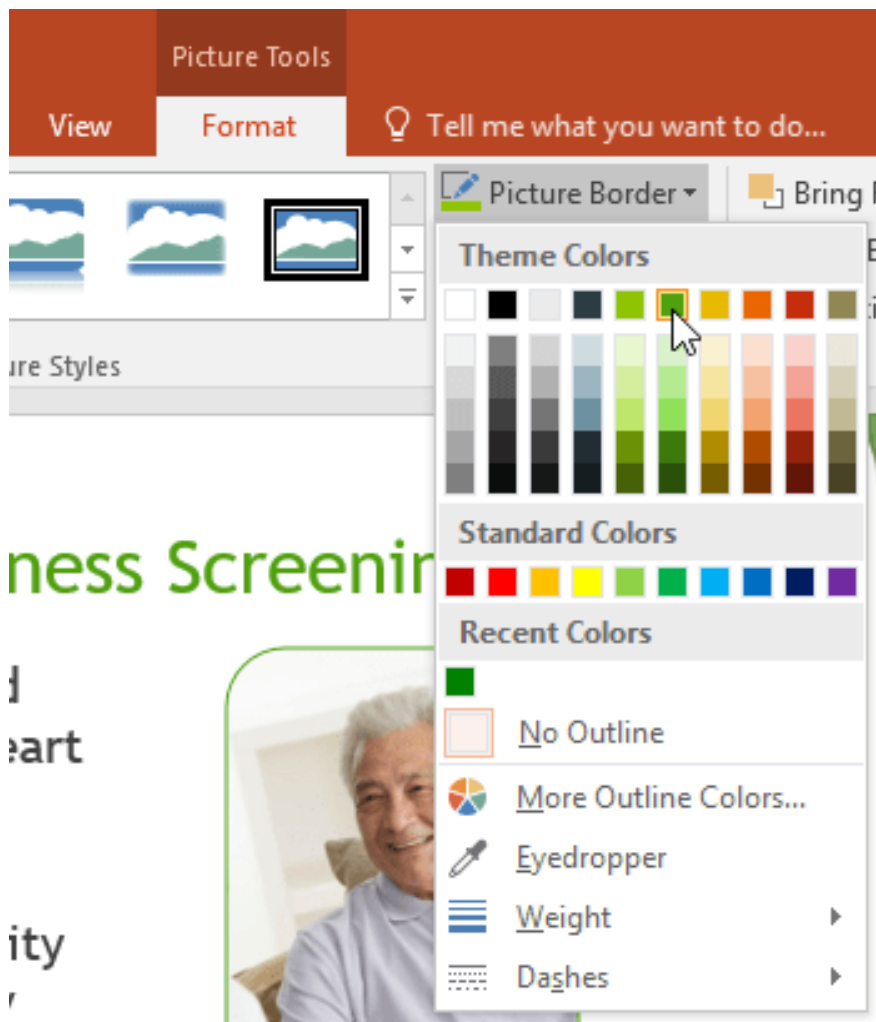
3. The image will be cropped to the desired shape.



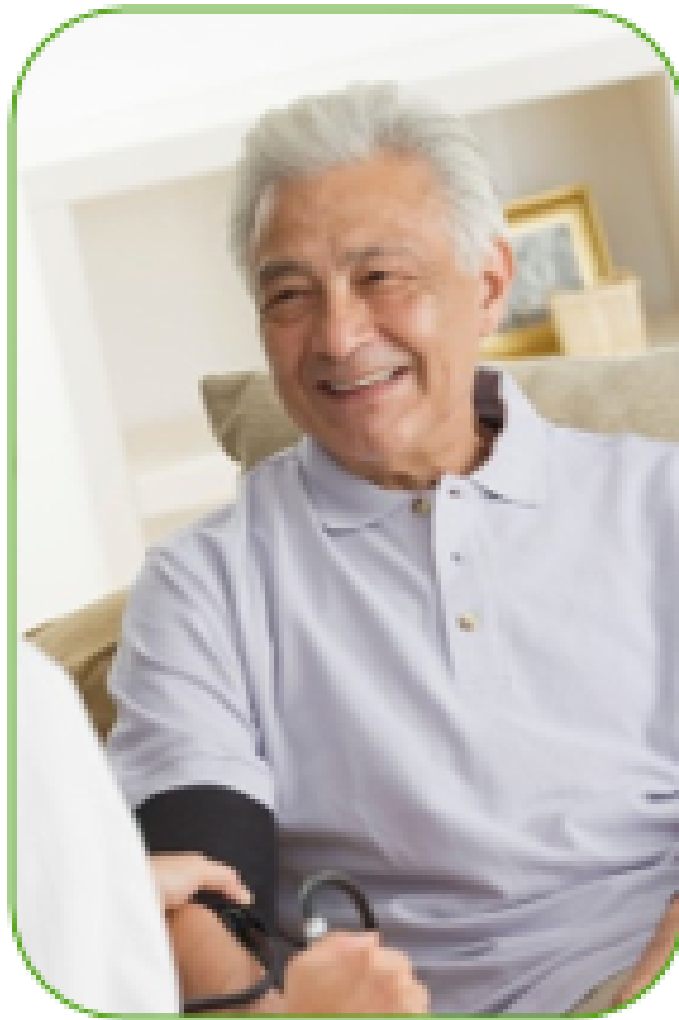
You might want to crop the image to your desired size before cutting it into another shape.

How to add a border to an image

1. Select the image you want to add a border to, then click the **Format tab**.
2. Click on the **Picture Border command**. A drop-down menu will appear.
3. From here, you can choose the color, border thickness, and whether to use a solid or dashed line.

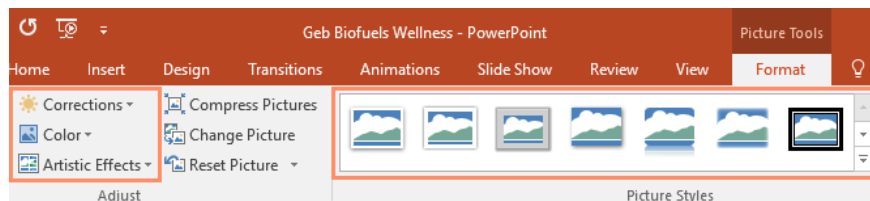


4. A border will appear around the image.



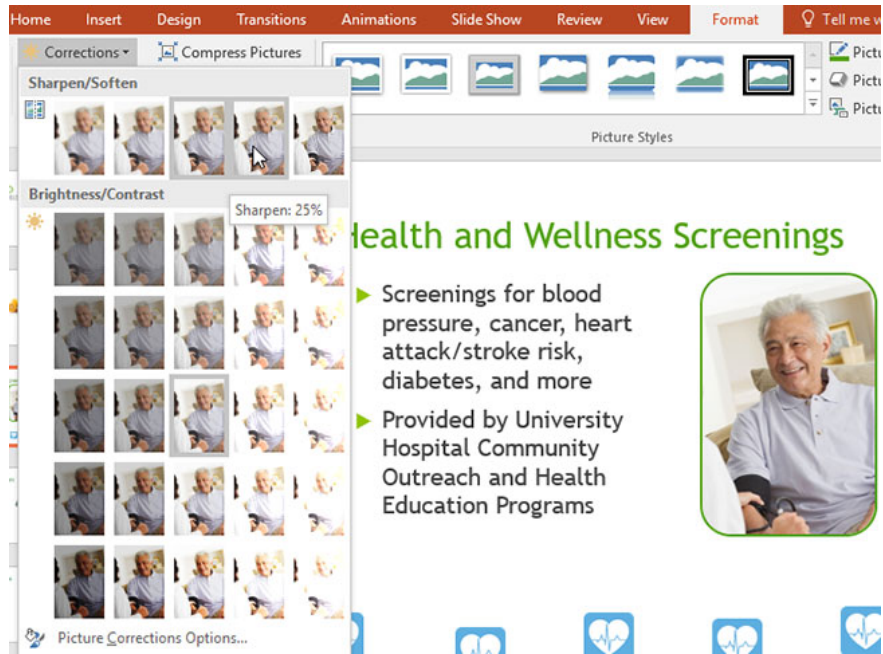
Adjust the image

PowerPoint offers several options for changing how images appear in your slideshow. For example, you can add frames, edit images, change the color or brightness of images, and even add some stylish artistic effects. These options are located in the **Adjust** and **Picture Styles** group on the **Format** tab.

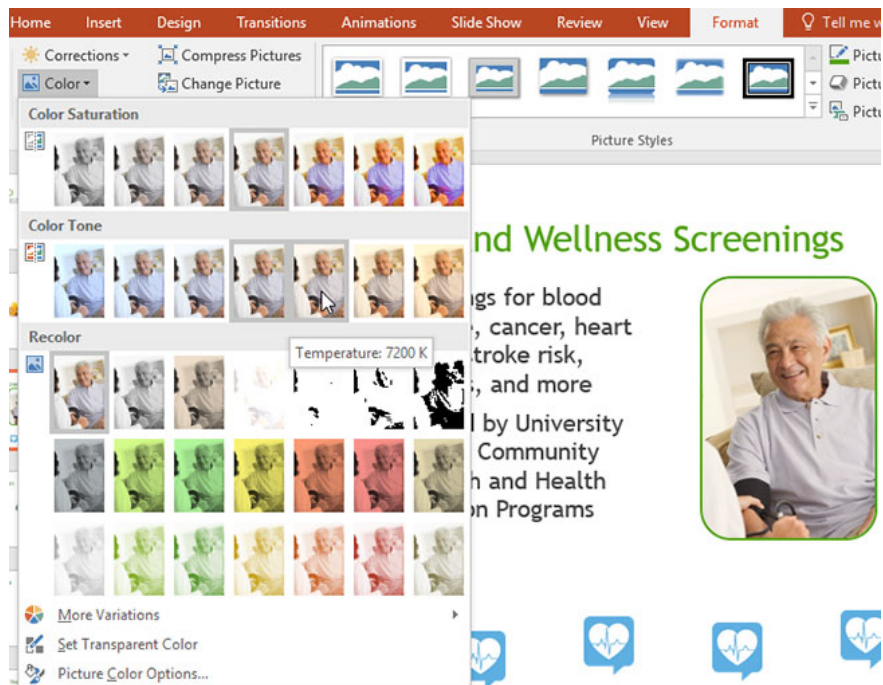


When you're ready to make adjustments or experiment with the image's appearance, select the image and choose one of these options from the **Format** tab.

1. **Corrections:** This command is located in the **Adjust group**. From here, you can sharpen or soften the image to adjust the level of blur or clarity. You can also adjust brightness and contrast, which control the brightness or darkness of the image.



1. **Color:** This command is located in the **Adjust group**. From here, you can adjust the image saturation (how vibrant the colors look), tone (image temperature, from cool to warm), and hue (change the overall color of the image).



1. **Artistic Effects:** This command is located in the **Adjust group**. From here, you can add artistic effects such as pastel, watercolor, and glowing edges.



1. **Picture Styles Group:** This group contains various styles that you can apply to your photos, including frames, borders, and soft edges.

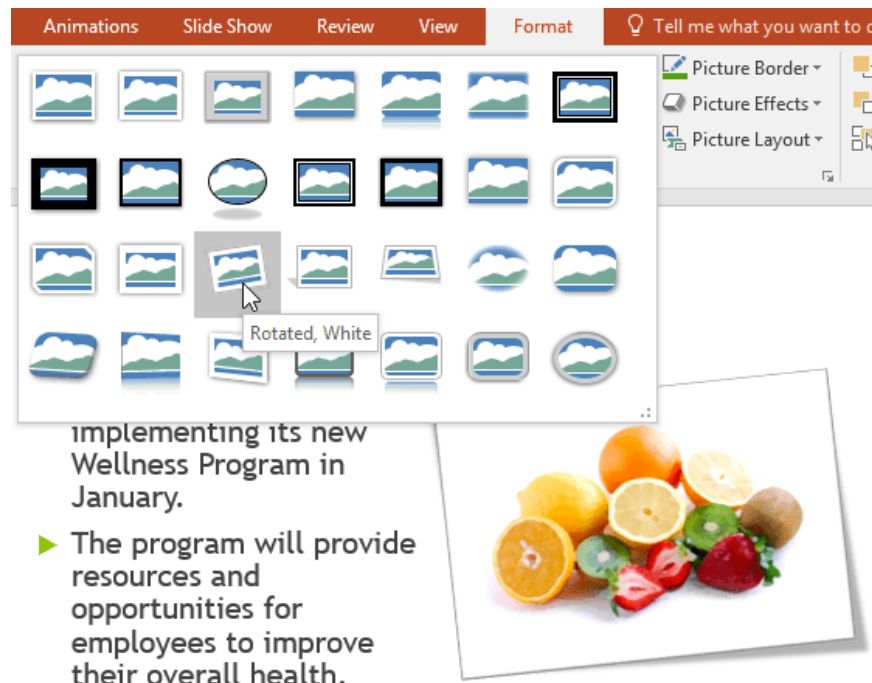


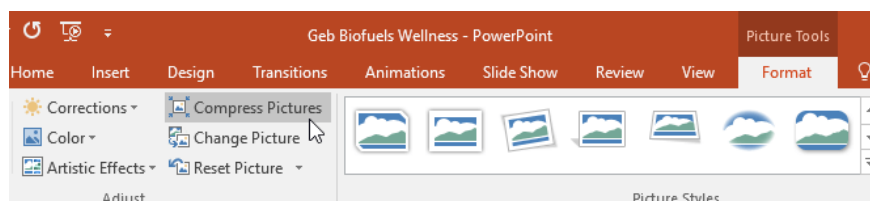
Image compression

If you want to email a presentation containing images, you'll need to be mindful of its file size. Large, high-resolution images can quickly make your presentation very large, which can make it difficult or impossible to

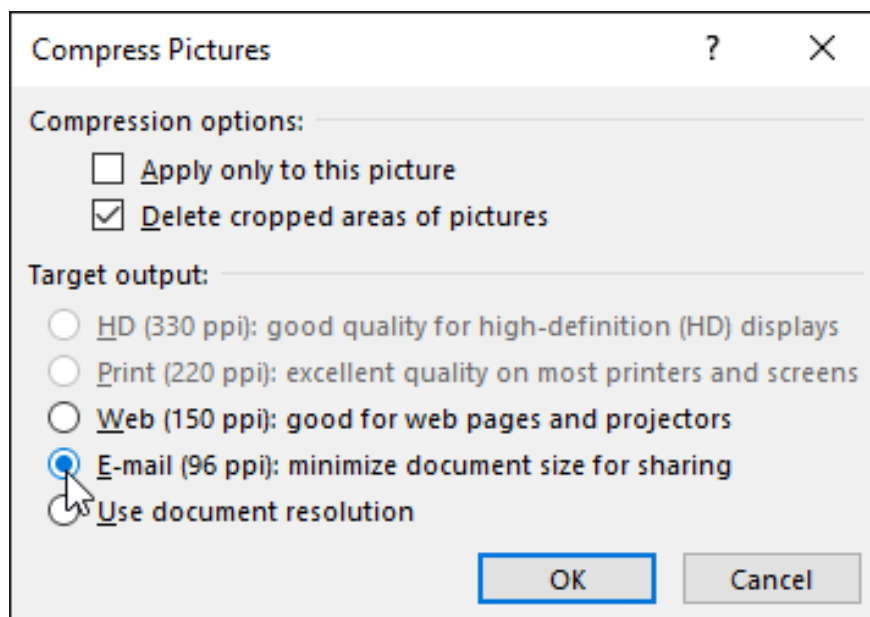
attach to an email. Additionally, cropped image areas are saved with the presentation by default, which can increase the file size. PowerPoint can reduce file size by compressing images, reducing their resolution, and removing cropped areas.

How to compress images

1. Select the image you want to compress, then click the **Format** tab.
2. Click on the **Compress Pictures** command.



3. A dialog box will appear. Place a checkmark next to the **"Delete cropped areas of pictures"** option . You can also choose to apply the settings only to this image or to all images in the presentation.
4. Choose a target output. If you plan to email the presentation, select **Email** ; this option produces the smallest file size. When you're finished, click **OK**.



Compressing images in PowerPoint may not reduce file size as much as you'd like. For better results, you can use an image editing program to resize the images before inserting them into your presentation.

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